

**NIL FOR TENDER NO. CGI 8675 P16**

**OIL INDIA LIMITED**  
**(A Government of India Enterprise)**  
**Pipeline Headquarters**  
**P. O. –Udayan Vihar, Guwahati-781171, Assam, India**  
**E mail: [ellora@oilindia.in](mailto:ellora@oilindia.in)**

**E-Tender**

OIL INDIA LIMITED invites Competitive Domestic Bid through its e-procurement portal “<https://etender.srm.oilindia.in/irj/portal>” for the following Services:

Tender No	Bid Closing Date & Time	Service Description
<b><u>CGI 8675 P16</u></b>	<b>17.11.2015</b>  <b>At</b>  <b>11.00 A.M.</b>	Hiring the services of vehicles as and when required basis for plying at PHQ, Guwahati under Admin. Section.

Application showing full address/email address with Tender Fee (Non-refundable) of **RS.2,000/-** by **Demand Draft/Banker’s Cheque only in favour of M/s Oil India Limited and payable at Guwahati to be sent to Chief Manager (Contracts) , Oil India Limited, P.O. Udayan Vihar, Assam-781171** only between **09.10.2015** and one week prior to Bid Closing date. On receipt of requisite tender fee **USER\_ID** and initial **PASSWORD** will be communicated to the bidder (through e-mail) and will be allowed to participate in the tender through OIL’s e-Procurement portal. **Details of NIT can be viewed using “Guest Login” provided in the e-Procurement portal.** The link to e-Procurement portal has been also provided through OIL’s web site [www.oil-india.com](http://www.oil-india.com)

**BID REJECTION / BID EVALUATION CRITERIA:**

**1.0. BID REJECTION CRITERIA (BRC):**

The bid shall conform generally to the specifications and terms and conditions given in the bidding documents. Bids will be rejected in case the vehicles offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following requirements will have to be particularly met by the bidders without which the same will be considered as non-responsive and rejected.

**1.1 TECHNICAL: Bidder’s Eligibility Criteria:**

1.1.1 The bidder offering their services must have their own fleet of light passenger vehicles ( any model/ make ) of minimum 10 (Ten) Nos. in compliance of prevailing MV Act and having insurance coverage for passengers also, in the firm/owner’s name, the vintage of which should not be more than 3 years (i.e. Make not earlier than November, 2012). The bidders must submit along with their technical-bid, copies of Registration Certificate of the vehicles as documentary evidence. Bids without such documentary evidence will summarily be rejected.

1.1.2 **Local Establishment:** Bidder must have a permanent office establishment at Guwahati Municipal area, with landline phone and having Municipality Trade

License etc. for last one year. The bidders must provide the proof of their establishment, failing which the bid will be ignored.

1.1.3 Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which bids are invited should be either of the following:

- a) Three similar completed works each costing not less than **Rs. 23,60,000 Lakhs.**  
or
- b) Two similar completed works each costing not less than **Rs.29,50,000 Lakhs.**  
or
- c) One similar completed work costing not less than **Rs. 47,19,900 Lakhs.**

“Similar Work” means transport services provided with light passenger vehicles to Government Departments or PSUs during the last 7 (seven) years as on the Bid Closing Date.

## 1.2 FINANCIAL:

The bidder must have Average Annual financial turnover as per Audited Annual Report for the last three accounting years, should be at least **Rs. 17,70,000 lakhs**

For proof of Annual Turnover the following documents /photocopy must be furnished

- A certificate issued by a practicing Chartered/ Cost accountant Firm with membership number certifying the Annual Turnover and nature of business.
- Audited Balance sheet and Profit & loss account for the last financial year up to **31.03.2015.**

1.3 Bidders shall have to furnish an amount of **Rs. 1,18,000 Lakhs** as “Bid Security” and the same should be in the form of a Demand Draft in favour of Oil India Limited payable at Guwahati or a Bank Guarantee issued by a Scheduled Bank . The Bank Guarantee should be valid one month beyond the Bid validity period. Any Bid not accompanied by Bid Security will be rejected.

1.4 Any Bid containing a false statement shall be rejected.

1.5 Offers received in any form other than through OIL’s e – portal will not be accepted. Bidders have to submit their offer in Single Stage Two Bid System as described in this tender document, otherwise the offer will be rejected.

1.6 Prices and rates quoted by Bidders must be held firm during the term of the contract and not be subjected to any variation except as per the provisions of the contract. Bids with adjustable price terms will be rejected.

1.7 There must be no exception to the following Clauses including sub-clauses, as applicable; otherwise the Bid will be rejected.

- Performance Security Deposit Clause
- Penalty Clause
- Taxes and Duties Clause
- Force Majeure Clause

- Termination Clause
- Arbitration Clause
- Liability Clause

**1.8** No deviation or exception will be accepted in the clauses covered under BRC/BEC.

## **2.0 INTEGRITY PACT:**

The Integrity Pact is applicable against this tender .OIL shall be entering into an Integrity Pact with the bidders as per Proforma enclosed in **Section-VII** of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Any bid not accompanied by Integrity Pact Proforma duly signed (digitally) by the bidder shall be rejected straightway. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid

NOTE: If any clauses in the BRC contradict clauses elsewhere in the Bid Document, then the clauses in the BRC shall prevail.

## **3.0 BID EVALUATION CRITERIA (BEC)**

- 3.1 Bids will be technically evaluated on the requirements of the tender. The bid should meet the requirements and specifications in the Bid Document.
- 3.2 Bids conforming to the technical specifications, the terms and conditions stipulated in the tender and conforming to the Bid Rejection Criteria will be evaluated using the Bid Evaluation Criteria.

For the purpose of bid evaluation, the estimated quantities against each item will be multiplied by the rates quoted by the bidders and the total amount against each category of vehicle will be added to evaluate the total estimated value of the contract to determine the lowest bid. The lowest bidder will be determined based on overall evaluated contract value considering the estimated requirement given in the price bid format. For evaluating the total estimated contract value for the services indicated in Proforma-A, the distance from the garage to the point of reporting (PHQ) and from point of release to the garage will be added to the total estimated kilometers. For evaluating the total estimated contract value, for the services the following will be considered.

Sum Total for all types of vehicles for both local and outside duty.

***Fixed charge x corresponding estimated Quantity (days, trips, month as the case may be) + Running charge x (corresponding estimated KM) + Running charge x (Corresponding Total No. of Trips from Proforma A) x (twice the distance from the Bidder's Garage to OIL Office at PHQ)***

- 3.4 The estimated quantities indicated in Proformas are for evaluation purposes only. The actual utilization of services may be more or less depending upon requirement during the contract period and payment will be made for the quantity of services rendered by the contractor.
- 3.5 Any additional information, terms or conditions included in the Price-Bid will not be considered by OIL for evaluation of the Tender.

-----  
\*\*\*\*\*